

Date: August 31, 2001
Memo To: Conservation District Procedure Manual Holders
From: Bob Bottman, Grants Officer
Subject: Revision 50 – Revised Section 360 ADM, Grant Application Format and Deadline; and Revised Guide for CD Employee Salary Schedule (Exhibit 600F)

Purpose of this revision

To clarify acceptable Commission grant application formats and define deadlines. Also, to provide a current guide for district employee salaries based on the state's compensation plan.

Summary of revision

This revision:

1. Adds clarifying language to Part 2-A of the *Grants Program Administrative Procedures* regarding acceptable formats for Commission grant applications;
2. Defines what the Commission means by "deadline" as it pertains to grant applications; and
3. Updates the *Guide for Conservation District Employee Salary Schedule* (Exhibit 600F).

Instructions to Conservation District Procedure Manual holders: This is revision number fifty to the Conservation District Procedure Manual. If you do not have an updated manual or manual binder, contact your field operations manager.

1. Insert this purple cover memo behind the "Revisions" tab, in front of the cover memos from all other revisions.
2. Fill in the blanks after line 50 on the Index of Manual Revisions as follows:

#	Section	Issued	Subject	Date	Who
50	360 ADM	9/07/01	Grant Application Formats and Deadlines; Salary Guide	Date inserted	Your initials

3. In Section 360 ADM, remove and recycle old Section 360 ADM, Part 2-A Page 1, and Part 2-B Page 1 (this is one page printed on both sides).
4. Insert the new Section 360 ADM, Part 2-A Page 1, and Part 2-B Page 1 (again, one sheet printed on both sides).
5. In Exhibits section of Procedure Manual, remove and recycle old Exhibit 600F (dated July 1, 1999).
6. Insert new Exhibit 600F (dated July 1, 2001).

PART 2 - TERMS OF THE GRANT CONTRACT

PART 2-A GRANT APPLICATION

Each Commission Grant Contract is administered according to specific grant program procedures that are detailed in each grant program's respective application package. Procedures may include, but are not limited to:

1. Grant application instructions;
2. Statutory authorizations, restrictions and limitations;
3. Grant application funding periods and amounts;
4. Rating and ranking criteria (for competitive grant programs); and
5. Specific cost eligibility criteria.

Districts should consult the specific grant program guidelines and application for instructions.

Grant Application Format and Deadline

1. The Commission will accept completed applications and supporting documents in the following formats:
 - a. Hardcopy delivered by hand, by any regular or special mail delivery system, or by facsimile machine (fax)
 - b. Electronic mail, when specifically authorized in grant program guidelines
2. For Commission grants applications and supporting documents, "deadline" means:
 - a. For hardcopy applications:
 - If delivered by hand – Applications must be received in the Commission office no later than the deadline date specified by the Commission.
 - If transmitted by fax – Applications must be received by the Commission's fax machine no later than the deadline date specified by the Commission. Proof of sending the documents by fax is not proof the Commission has received those documents.
 - If delivered by a mail delivery system – Applications must be postmarked no later than the deadline date specified by the Commission.
 - b. For applications delivered by electronic mail – If e-mail applications are authorized, they must show an "inbox date received" no later than the deadline date specified by the Commission.
 - c. For "first come, first served" application processes, applications will be ranked based on the time and date they are received in the Commission's office, whether in hardcopy, fax, or electronic form.
 - d. If the Commission does not receive all required documents and signatures by the deadline as defined herein, the grant application will be considered null and void.

(Part 2-A continued on following page)

- e. No matter what format is utilized, the Commission requires an original signature for all grant applications:
 - If applications are either faxed or e-mailed to the Commission office, at least the signature page containing an original signature must be received at the Commission office within one week of the established deadline date.
 - If a “first come, first served” process is used, at least the signature page containing an original signature must be received at the Commission office within one week of the application being delivered or transmitted to the Commission office.

PART 2-B PRIOR AUTHORIZATION

Some circumstances may make it advantageous to begin work on a project before the Grant Contract is signed by both authorized officials.

Prior Authorization means written authorization from the Commission to the District that allows the District to incur project costs, document required match contributions, or take particular actions subject to certain conditions stipulated in the Prior Authorization letter before the execution of the Grant Contract. The following conditions generally apply to all Prior Authorizations.

1. Any work performed must be consistent with the Scope of Work which will become Exhibit B of the Grant Contract;
2. Expenses claimed under the Prior Authorization must be supported by documentation of staff time and proof of expenses incurred;
3. Documentation must be submitted to the Commission with the first reimbursement request under the Grant Contract;
4. Costs incurred before the effective date of the Prior Authorization and costs for work or expenses not consistent with the terms of the authorization are not eligible for reimbursement. Such ineligible costs will be at the expense of the District.

Prior Authorization does not guarantee award of a Grant Contract, but it does make such costs eligible if any award is made and if the Prior Authorization is included in the Grant Contract file as Grant Contract Exhibit A-1. District requests for Prior Authorization must be in the form of a written request letter and be signed by the District authorized official.

Prior Authorization may be prohibited or further limited under a specific grant program

GUIDE FOR CONSERVATION DISTRICT EMPLOYEE SALARY SCHEDULE

EXHIBIT 600F
Effective July 1, 2001

Working Title <u>1/</u>	Salary Range <u>2/</u>	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Minimum Annual Rate	Maximum Annual Rate
Clerk Typist	23	1634 9.39/hr	1708 9.82/hr	1789 10.28/hr	1873 10.76/hr	1958 11.25/hr	2053 11.80/hr	19,608	24,636
Secretary 1	31	1958 11.25/hr	2053 11.80/hr	2148 12.34/hr	2249 12.93/hr	2354 13.53/hr	2468 14.18/hr	23,496	29,616
Secretary 2	35	2148 12.34/hr	2249 12.93/hr	2354 13.53/hr	2468 14.18/hr	2586 14.86/hr	2712 15.59/hr	25,776	32,544
Resource Technician 1 (Env. Tech.)	32	2005 11.52/hr	2100 12.07/hr	2198 12.63/hr	2303 13.24/hr	2413 13.87/hr	2365 14.52/hr	24,060	30,312
Resource Technician 2 (Env. 1)	38	2303 13.24/hr	2413 13.87/hr	2526 14.52/hr	2645 15.20/hr	2775 15.95/hr	2911 16.73/hr	27,636	34,932
Resource Technician 3 (Env. 2)	43	2586 14.86/hr	2712 15.59/hr	2841 16.33/hr	2984 17.15/hr	3134 18.01/hr	3291 18.91/hr	31,032	39,492
District Manager 1 (Env. Tech.)	32	2005 11.52/hr	2100 12.07/hr	2198 12.63/hr	2303 13.24/hr	2413 13.87/hr	2365 14.52/hr	24,060	30,312
District Manager 2 (Env. 1)	38	2303 13.24/hr	2413 13.87/hr	2526 14.52/hr	2645 15.20/hr	2775 15.95/hr	2911 16.73/hr	27,636	34,932
District Manager 3 (Env. 2)	43	2586 14.86/hr	2712 15.59/hr	2841 16.33/hr	2984 17.15/hr	3134 18.01/hr	3291 18.91/hr	31,032	39,492
District Manager 4 (Env. 3)	49	2984 17.15/hr	3134 18.01/hr	3291 18.91/hr	3460 19.89/hr	3637 20.91/hr	3818 21.94/hr	35,808	45,816
District Manager 5 (Env. 4)	55	3460 19.89/hr	3637 20.90/hr	3818 20.94/hr	4013 23.06/hr	4216 24.23/hr	4428 25.45/hr	41,520	53,136

1/ Job description may be developed as a combination of the above depending on the job being performed, such as Secretary-Manager or Technician-Manager. Minimum Qualifications are given on the back of this page. Job descriptions may be found under Exhibits 600C through 600E of your Procedure Manual.

2/ Salary rates were taken from state salary schedule for related work.

Minimum Qualifications for Conservation District Employee Positions

Clerk Typist	<ul style="list-style-type: none"> High school graduation or GED equivalent
Secretary 1	<ul style="list-style-type: none"> Two years of clerical, typing, or stenographic experience. One year of college or business school course work may be substituted for one year of experience.
Secretary 2	<ul style="list-style-type: none"> Three years of clerical, typing, or stenographic experience, one of which must be at or above the third clerical level. One year of college or business school work may be substituted for one year of experience. There is no substitution for the one year of experience at the third clerical level or above.
Resource Tech 1	<ul style="list-style-type: none"> High school graduation or GED equivalent. <u>AND</u> Two years of technical or third clerical level experience in an environmental agency or office. College-level course work in environmental, physical or natural sciences, or closely related field may be substituted, year for year, for the required experience.
Resource Tech 2	<ul style="list-style-type: none"> A Bachelor's degree involving major study in environmental or physical science, or one of the natural sciences, planning or other closely allied field. Experience at or above the Resource Technician 1 level or equivalent may be substituted, year for year, for education.
Resource Tech 3	<ul style="list-style-type: none"> A Bachelor's degree involving major study in environmental or physical science, or one of the natural sciences, planning or other closely allied field <u>AND</u> One year of experience in environmental analysis or control, environmental planning, equal to or above that of Resource Technician 2. Additional qualifying experience may be substituted, year for year, for education. <u>OR</u> One year of experience at the Environmentalist 1 level. <u>OR</u> A Master's degree in one of the above fields.
District Manager 1	<ul style="list-style-type: none"> High School graduation or GED equivalent. <u>AND</u> Two years of technical or third clerical level experience in an environmental agency or office. College-level course work in environmental, physical or natural sciences, or closely related field may be substituted, year for year, for the required experience.
District Manager 2	<ul style="list-style-type: none"> A Bachelor's degree involving major study in environmental or physical science, or one of the natural sciences, planning or other closely allied field. Experience at or above the District Manager 1 level or equivalent may be substituted, year for year, for education.
District Manager 3	<ul style="list-style-type: none"> A bachelor's degree involving major study in environmental or physical science, or one of the natural sciences, planning or other closely allied field <u>AND</u> One year of experience in environmental analysis or control, environmental planning, equal to or above that of District Manager 1. Additional qualifying experience may be substituted, year for year, for education. <u>OR</u> One year of experience at the District Manager 2 level. <u>OR</u> A Master's degree in one of the above fields.
District Manager 4	<ul style="list-style-type: none"> A Bachelor's degree involving major study in environmental or physical science, one of the natural sciences, planning or other closely allied field <u>AND</u> Three years of professional level experience in environmental analysis or control, environmental planning, equal to or above that of District Manager 1. Additional qualifying experience may be substituted, year for year, for education. A Master's degree in one of the above fields may be substituted for two years of the required experience. A Ph. D. in one of the above fields may be substituted for three years of the required experience. <u>OR</u> One year of experience at the District Manager 3, Environmentalist 2, or Environmental Planner 1 level.
District Manager 5	<ul style="list-style-type: none"> A bachelor's degree involving major study in environmental or physical science, planning, one of the natural sciences, planning or other closely related field <u>AND</u> Four years of professional level experience in environmental analysis or control, environmental planning, equal to or above that of District Manager 1. Additional qualifying experience may be substituted, year for year, for education. A Master's degree in one of the above fields may be substituted for two years of the required experience. A Ph. D. in one of the above fields may be substituted for three years of the required experience. <u>OR</u> One year of experience at the District Manager 4, Environmentalist 3, or Environmental Planner 2 level.